



Peace Corps Peru Vacancy Announcement  
Medical Secretary  
February 2021

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**Position Title:** Medical Secretary

**Opening Period:** February 28 to March 21, 2021 no later than 11:59 PM. All applications that are received after 11:59 PM will be marked as "late" and will NOT be considered for review. Any application with missing documentation will be considered incomplete and will be rejected.

**Series/Grade:** PSC (Personal Service Contractor)

**Salary:** Starting Salary PEN S/.107,270.00 (Annual gross salary including July and December bonuses)

**Who May Apply:** All Interested Candidates with Peruvian residency / work permit at the time of application

**Security Cert. Required:** Local Security Certification

**Duration of Appointment:** Indefinite subject to successful completion of probationary period

**Work schedule:** Full Time (40 hours per week).

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**Reports to/  
Evaluated by:** Peace Corps Medical Officers (PCMOs).

**Coordinates with:** Primarily coordinates with PCMOs, PC Country Director and staff of Peace Corps Peru (PC/P).

**Position Brief:** This position performs administrative duties in support of the Health Unit. The Medical Secretary (MS) works under the guidance of the Peace Corps Medical Officer (PCMO) and reports to the Country Director (CD) for administrative issues. The MS is responsible for providing Administrative support, including but not limited to; working as the Health Unit receptionist, screening phone calls, taking messages, coordinating requests, scheduling medical appointments, distributing of medicines to Peace Corps Volunteers (PCVs) under PCMO oversight, and other clerical and administrative functions in support of the PCMO.

## **Equal Employment Opportunity**

Peace Corps will consider all responsive applications received in relation to this announcement regardless of the applicant's race, color, religion, sex (including gender identity and sexual orientation), marital status, national origin, non-disqualifying disability, age (above age 40), lawful political affiliation, affiliation with an employee organization, or other non-merit factor.

## **QUALIFICATIONS**

### **Education:**

- Successful completion of Executive Bilingual Secretarial School (English – Spanish) with valid diploma of an approved school.

### **Experience Required:**

- At least EIGHT years working as an executive bilingual secretary.
- At least FOUR years of experience working on translations from Spanish to English and vice versa.
- At least FIVE years working with Microsoft Office (Excel, Word and Outlook).
- Must have experience working with volunteers in an international, multicultural, and diverse organization.
- Experience with secretarial/clerical/administrative tasks in a health unit/facility, including procurement of medical supplies and inventory control is PREFERABLE.

### **Language Proficiency:**

- Advance English Level - Certificate Required at the time of the application obtained in the last three (3) years, C1 for Common European Framework of Reference for Languages (CEFR), Proficient User - TOEFL or equivalent

### **Knowledge and abilities:**

- Up to date experience using Microsoft Office programs with emphasis in Excel, Outlook, and Word.
- Knowledge and/or training on the importance of diversity and inclusion in the workplace, experience using inclusive workplace practices.
- Training, experience or strong knowledge on the protection, confidentiality and maintenance of Personal Identifiable Information (PII).
- Basic knowledge on developing simple budgets and forecasts.

## **MAJOR DUTIES AND RESPONSIBILITIES**

Responsibilities include, but are not limited to the following:

### **SUPPORT TO THE HEALTH UNIT**

The Medical Secretary coordinates responsibilities directly with the PCMO. The MS must adhere to confidentiality regarding PCVs medical issues and possess excellent interpersonal and administrative skills.

#### **Administrative Support**

- Screens phone calls and takes messages when the PCMO is unavailable.
- Places and returns telephone calls for the Health Unit, including scheduling, modifying and canceling appointments in coordination with PCVs, PCMO and others, such as consultants and laboratories.
- Follows-up on outstanding consultant and laboratory reports, ensuring this information is relayed to the PCMO for review.
- Drafts correspondence such as letters, memos, and fax covers, etc. at the request of the PCMO to consultants, PCVs, laboratories, hospitals, etc.
- Routes incoming correspondence to PCMO, stamps and files correspondence.
- Utilizes PCMEDICS, as trained, to assist the PCMO and backup provider in the delivery of and documentation of PCV health care.
- Responsible for scanning, labeling, uploading and filing all documents into PCMEDICS after PCMO review, ensuring three identifiers are on each document.
- Prepares envelopes and packages, including laboratory samples and medical supplies to be sent to PCVs, to the training sites and to other destinations, forwarding them to the appropriate administrative staff for delivery.
- Responsible for photocopying health forms, medical presentation materials and other related documents.
- Responsible for requesting office supplies and materials for use in the Health Unit.
- Regularly updates the list of medical facilities and medical service providers under the instruction and oversight of the PCMO.
- Assists PCMO in reviewing the Volunteer Health Handbook given to PCVs during Pre-Service Training
- (PST). Updates medical facilities and medical providers' addresses, contact information and any other information required in this Handbook.
- Manages the health information material in the Health Unit available to PCV, stocking brochures, pamphlets and books. Keeps a detailed list of all books and media materials loaned out.
- Responsible for receiving and registering all medical bills submitted by PCVs and local medical service providers. Submits bills to the PCMO for approval, verifying name of volunteer, date of services rendered and that services were requested by PCMO.
- Keeps updated files of all medical bills presented by PCVs and others.
- Maintains VIDA with up-to-date information regarding PCVs out of site for medical purposes.
- Uploads PCV passport face pages and visa pages into PCMEDICS, monitoring regularly to assure accurate and current information.

#### **Medical Supply Duties**

- Ensures an adequate supply of disposable materials, maintains internal medical inventory, and keeps PCMO informed.
- Responsible for updating internal medical inventory system (as determined by the PCMO) when medication/supplies are delivered, dispensed and destroyed.
- Assists the Acceptance Point Clerk (APC) when medical supplies are received.
- Provides documentation to the Medical Supply Inventory Control Clerk (MSICC) on receiving, dispensing, and disposing of specially designated medications and controlled substances.
- Keeps an accurate control of the expiration dates of all medicines and alerts the PCMO of upcoming expired medications. Removes expired items from the pharmacy and logs all items scheduled for disposal.
- Responsible for organization and shelving of Health Unit supplies.
- Assist PCMO with PCV medical supply requests.
- Prepares draft orders for medical supplies, with PCMO guidance, based on needs, historical data, and inventory availability. Assists the PCMO in ordering medical supplies from PC/HQ and local/regional vendors.
- Maintains files, according to fiscal year, of all ordering receiving and dispensing documents in compliance with TG 240: Medical Supplies and Equipment.
- Assists PCMO in the monitoring of the medical supplies budget.

#### Other Duties

- Acts as a chaperone for PCMO during medical examinations and procedures, as required.
- Attends staff meetings, in- service trainings, and retreats when indicated.
- Understands and complies with Peace Corps safety and security policies and procedures.
- Complies with Peace Corps code of ethics, privacy and confidentiality policies.
- Files all documents produced by the position in accordance with the Peace Corps rules and regulations.
- To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle (GOV) to perform their job duties, the Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334.
- Contractor is encouraged to refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor shall not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours
- Performs other assignments considered as necessary by the PCMO in consultation with the CD, as indicated.

#### **PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

The Peace Corps offers ample staff development training courses under Peace Corps' Learning Space for professional growth and learning in areas such as safety and security, management, communication, and policy and currently provides additional training opportunities via LinkedIn Learning in areas such as but not limited to: project management, e-learning, diversity and inclusion, leadership, and career development.

## **HOW TO APPLY**

Applicants must send the following documents: **If any document is missing, the application will be rejected.** Email: [recursoshumanos@peacecorps.gov](mailto:recursoshumanos@peacecorps.gov) stating “Medical Secretary” in the subject of the email.\* Please note that the maximum size for your application e-mail should not exceed 5 MB.

1. CV and cover letter (in English) highlighting the experience relevant to the aforementioned requirements.
2. Documents (simple copy) that certify the information mentioned in the CV (degrees, titles, certificates).
3. Certificate of Advance English Level - Certificate required at the time of the application obtained in the last three (3) years. C1 for Common European Framework of Reference for Languages (CEFR), Proficient User - TOEFL or equivalent.

**What to Expect Next:** Applicants who make the short list will be invited to take a language and will be contacted via email with more details. Peace Corps Peru will contact those candidates who pass these the English test for an interview.

Thank you for your application and your interest in working at Peace Corps.